



300 W. Washington Street
Greensboro, NC 27401
www.greensboro-nc.gov

Greensboro e-Procurement Supplier User Guide

Modifying Event Responses

April 19, 2010

Modify Event Responses Guide

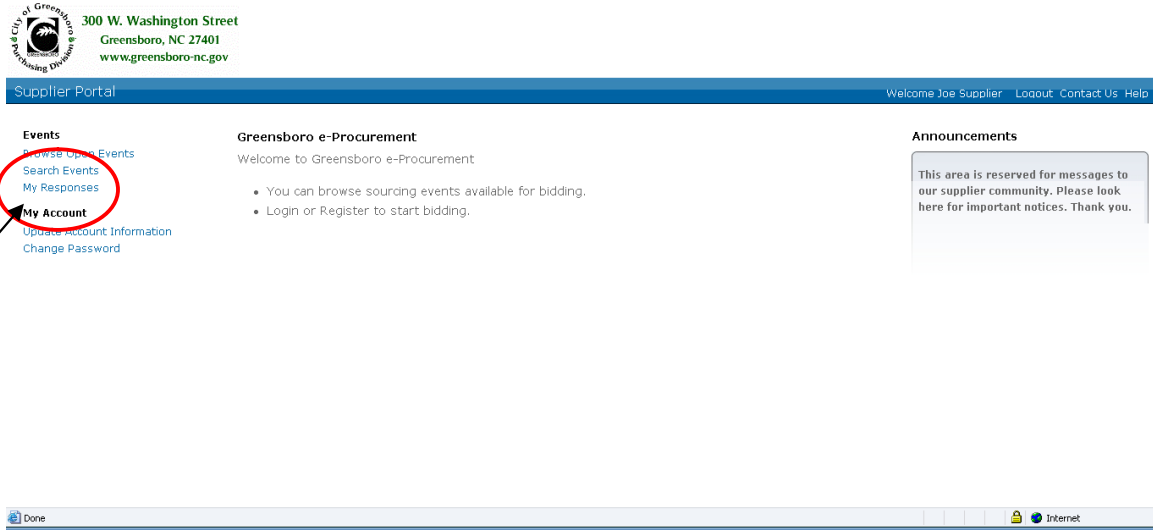
Table of Contents

Overview	3
Getting Started	4
Select the Response to be Modified	6
Edit Your Response	9
Adding an Attachment	11
Submitting Your Changes	12
View Your Response(s) Status	14

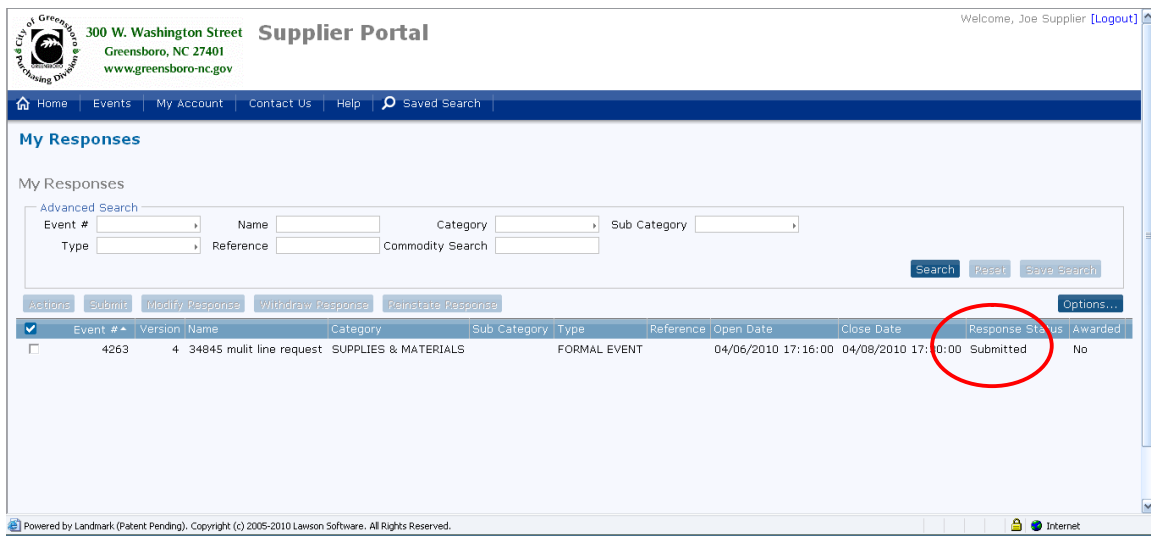
Modify Event Responses Guide

Overview

Suppliers may change their responses to events any time before the event close time. Please make sure you allow yourself enough time to make changes, and resubmit your response before the close date and time. Failure to resubmit your response will render it void and not eligible for consideration.



Response statuses may easily be checked by opening My Responses, and reviewing the status column on the right hand side. Submitted is the status that indicates a valid bid response for consideration.

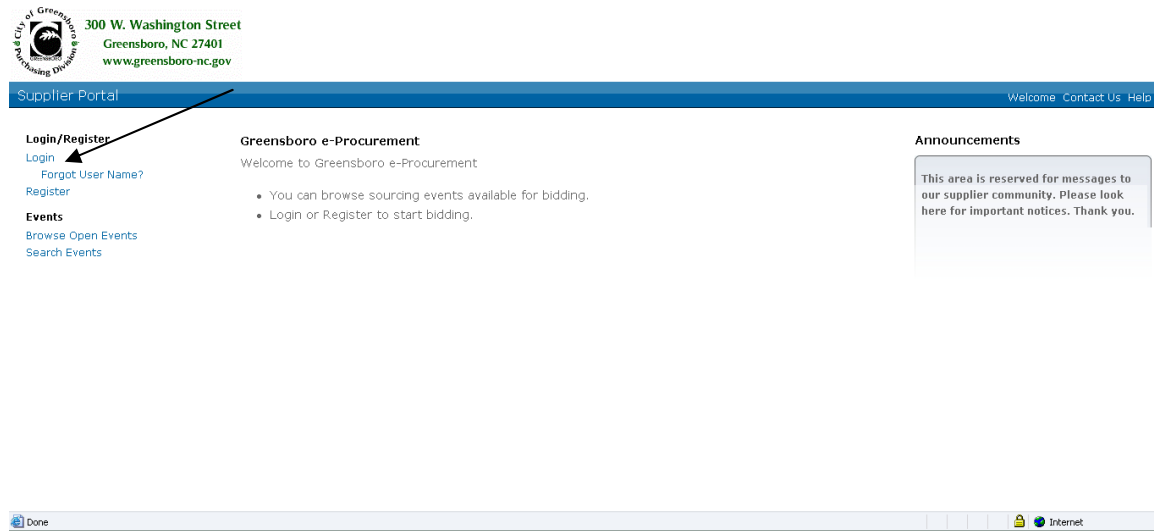


Modify Event Responses Guide

Getting Started


From the portal:

- Click “Login”, and enter your user name and password.

A screenshot of the Lawson login form. The form is titled 'LAWSON' and contains fields for 'User Name' and 'Password'. Below the fields is a 'Login' button. There are also links for 'click here to register' and 'click here to reset'. The footer of the form includes the text 'Copyright © 2000-2008 Lawson Software Inc.' and 'Technology version: build'.

- Enter your User Name
 - Enter your Password
 - Click the Login Button
-
- Click the **My Response** option. You should now see all of your responses.

Modify Event Responses Guide



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Supplier Portal

Welcome Joe Supplier Logout Contact Us Help


Events
[Browse Open Events](#)
[Search Events](#)
[My Responses](#)
My Account
[Update Account Information](#)
[Change Password](#)


Greensboro e-Procurement
Welcome to Greensboro e-Procurement

- You can browse sourcing events available for bidding.
- Login or Register to start bidding.

Announcements

This area is reserved for messages to our supplier community. Please look here for important notices. Thank you.

Done  Internet



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Supplier Portal

Welcome, Joe Supplier [Logout](#)

[Home](#) | [Events](#) | [My Account](#) | [Contact Us](#) | [Help](#) | [Saved Search](#)


My Responses

My Responses

Advanced Search
Event # Name Category Sub Category
Type Reference Commodity Search
[Search](#) [Reset](#) [Save Search](#)

[Actions](#) [Submit](#) [Modify Response](#) [Withdraw Response](#) [Reinstate Response](#) [Options...](#)

<input checked="" type="checkbox"/>	Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Response Status	Awarded
<input type="checkbox"/>	4263	4	34845 mult line request	SUPPLIES & MATERIALS		FORMAL EVENT		04/06/2010 17:18:00	04/08/2010 17:30:00	Submitted	No

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Modify Event Responses Guide

Select the Response to be Modified

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Home | Events | My Account | Contact Us | Help | Saved Search

My Responses

My Responses

Advanced Search

Event # Name Category Sub Category
Type Reference Commodity Search

Search Reset Save Search

Actions Submit Modify Response Withdraw Response Reinstate Response Options...

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Response Status	Awarded
4263	4	34845 mult line request	SUPPLIES & MATERIALS		FORMAL EVENT		04/06/2010 17:16:00	04/08/2010 17:30:00	Submitted	No

- By selecting the response, two action options become available, **Modify Response**, and **Withdraw Response**. Please note, **Withdraw Response** will make that response inaccessible for the bid award process and could result in the loss of a potential award to your business.
- Click Modify Response Submitted. You will receive a notice that you must resubmit your bid after modifying it. Click OK.

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Home | Events | My Account | Contact Us | Help | Saved Search

My Responses

My Responses

Advanced Search

Event # Name Category Sub Category
Type Reference

Search Reset Save Search

Actions Submit Modify Response Withdraw Response Reinstate Response Options...

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Response Status	Awarded
4263	4	34845 mult line request	SUPPLIES & MATERIALS		FORMAL EVENT		04/06/2010 17:16:00	04/08/2010 17:30:00	Submitted	No

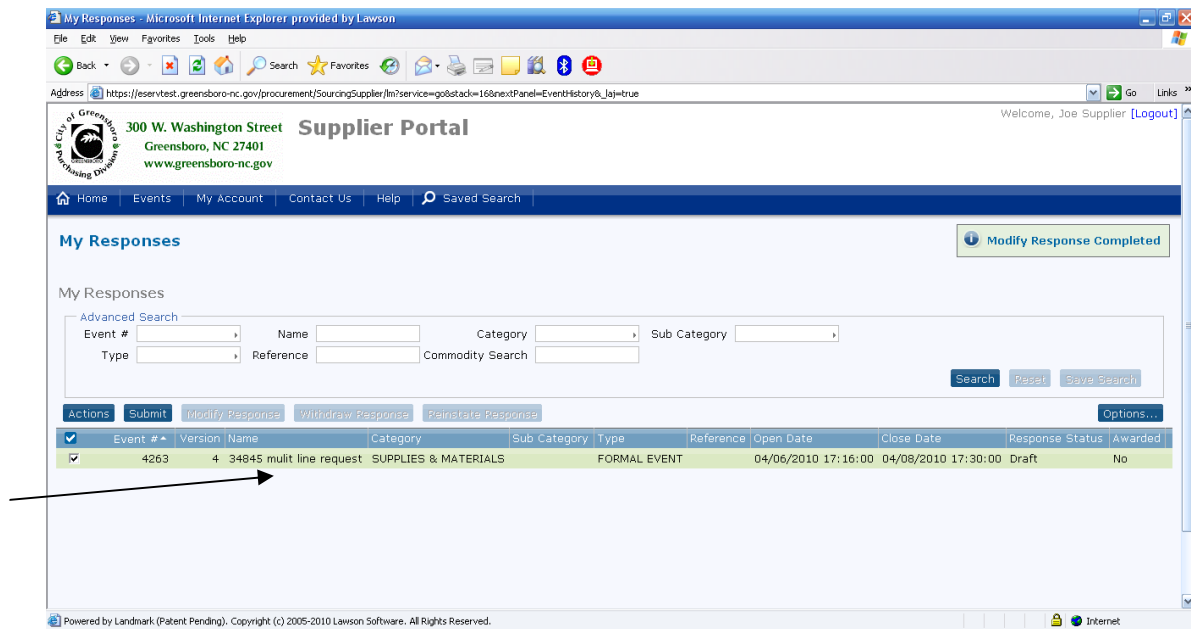
Number of rows selected: 1/20

Internet

Your response must be resubmitted once modified; click OK to continue

OK Cancel

Modify Event Responses Guide



- Selecting **Modify Response** updates the response to a Draft status. In Draft status, you can make changes to your response.
- Double Click the response to edit your response.

Modify Event Responses Guide

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Supplier Portal

Event # 4263-4 - Event Response

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Read the Terms and Conditions for this event. Click Accept to continue.

☒ I accept the Terms and Conditions for this event and confirm that I am authorized to accept these Terms and Conditions and submit bids for my company.

Continue Cancel

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- Opening the response takes you back through the response process that you were in when you originally entered the response. Make your changes as necessary.
- Click **Continue** → to move through the process.

Modify Event Responses Guide

Edit Your Response

Event # 4263-4 - Line Responses

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Event # 4263-4 - Line Responses

Sourcing Event Response Updated

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An asterisk indicates a response is required.

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	Alternate Responses
*1	4205638V09 BELT CLIP CONTOURED	COG MTUG Pricing 02/25/10	10.0000	10.0000	EA	4.25000	42.50	Edit Response View (1)
*2	8505241U11 ANTENNA	COG MTUG Pricing 02/25/2010	20.0000	20.0000	EA	5.67000	113.40	Edit Response Add
*3	HK6169B CABLE REMOTE MOUNT 5M	COG MTUG Pricing 02/25/10	1.0000	1.0000	EA	10.00000	10.00	Edit Response Add
*4	HLN6863A IGNITION PLUS SPEAKER J	COG MTUG Pricing 02/25/10	5.0000	5.0000	EA	5.67000	28.35	Edit Response Add
*5	HSN4018C SPKR SYS 9000	COG MTUG Pricing 02/25/10	5.0000	5.0000	EA	6.78000	33.90	Edit Response Add
*6	NTN7144CR PREM BATT NICD	COG MTUG Pricing 02/25/2010	12.0000	12.0000	EA	6.78000	81.36	Edit Response Add
*7	NTN8266B BELT CLIP KIT	COG MTUG Pricing 02/25/2010	10.0000	10.0000	EA	9.99000	99.90	Edit Response Add
*8	WPN4037A PREM BATT NIMH 2000 IS	COG MTUG Pricing 02/25/10	5.0000	5.0000	EA	9.12000	45.60	Edit Response Add

First Page | Previous Page | Next Page | Last Page

Page size: 10

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- Click **Edit Response** on the line to get to the details on the line item.
- The system will open up the line details form.

Line 3 Details

Description

Item: HK6169B CABLE REMOTE MOUN
Item Description: COG MTUG Pricing 02/25/10
Output Type: PO
Requested Delivery Date: 04/16/2010
Manufacturer Code:
Division:
Manufacturer Number:
Commodity Code: 005
Commodity Description: ABRASIVES

Enter Line 3 Response Information

Alternate responses are allowed for this event line. Respond to line or choose alternate responses only and hit Continue. Alternate responses can be added on Supplier Line Responses list with Add link

Vendor Item:
Vendor Item Description:
Quantity: 1.0000
UOM: EA
UOM Detail:
Unit Price: 10.00000
Extended Price: 10.00
Delivery Date: 04/16/2010
Response Comments:

Continue Cancel

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- Here, you can change the unit price, quantity, and delivery date, as well as enter comments.
- When changes are complete, click **Continue** →

Modify Event Responses Guide

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Event # 4263-4 - Line Responses

Event Response > **Line Responses** > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An asterisk indicates a response is required.

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*3	HKN6169B CABLE REMOTE MOUNT 5M	COG MTUG Pricing 02/25/10	1.0000	1.0000	EA	10.00000	10.00	Edit Response Add
*4	HLN6863A IGNITION PLUS SPEAKER J	COG MTUG Pricing 02/25/10	5.0000	5.0000	EA	5.67000	28.35	Edit Response Add
*5	HSN4018C SPKR SYS 9000	COG MTUG Pricing 02/25/10	5.0000	5.0000	EA	6.78000	33.90	Edit Response Add
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*7	NTN8266B BELT CLIP KIT	COG MTUG Pricing 02/25/2010	10.0000	10.0000	EA	9.99000	99.90	Edit Response Add
*8	WPNN4037A PREM BATT NIMH 2000 IS	COG MTUG Pricing 02/25/10	5.0000	5.0000	EA	9.12000	45.60	Edit Response Add

First Page | Previous Page | Next Page | Last Page

Page size: 10

Back

Continue Cancel

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- The system will return you to the **Line Response** summary form.
- You may continue updating other lines, if applicable by clicking on **Edit Response** on the line.
- When finished, click **Continue** → on the bottom right.

Modify Event Responses Guide

Adding an Attachment

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Supplier Portal

Event # 4263-4 - Response Attachments

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Attach any documents, specifications, and pictures you have for this event. Attachment size must be 4 MB or less.

Attachments

Actions Delete Update List Add

	Attachment Title	File
<input type="checkbox"/>	impala_ss.png	impala_ss.png

First Page | Previous Page | Next Page | Last Page

Page size: 10

Back Continue Cancel

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- You may add an Attachment to your bid by clicking Add.
- When finished, click **Continue** →

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Submitting Your Changes

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Supplier Portal

Event # 4263-4 - Event Response

Submit Response

All requirements have been met. Click the Submit button to complete your response.

[Submit](#)

Click the Back button to review your response details, or click the Done button to complete your response at a later time. To be eligible for award, your response must be submitted by April 8, 2010 5:30:00 PM EDT

[Print My Response](#)

[Back](#) [Done](#)

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- Be sure to **Submit** your response. **Remember:** Only **Submitted** responses are eligible for bid awards.
- Use **Print My Response** button to obtain a hard copy of your response.

Modify Event Responses Guide

The screenshot shows the City of Greensboro Supplier Portal interface. At the top left is the City of Greensboro logo and contact information: 300 W. Washington Street, Greensboro, NC 27401, and www.greensboro-nc.gov. The page title is 'Supplier Portal'. Below this, the event information is displayed: 'Event # 4263-4 - Event Response'. A 'Submit Response' button is visible. A message states: 'Congratulations, your response has been submitted. Click the Done button to continue.' Below this message are two buttons: 'Print My Response' and 'Done'. The 'Done' button is circled in red. At the bottom left, there is a 'Back' button. The bottom status bar shows 'Submit Completed' and 'Internet'.

- Click **Done** to complete the update.

Modify Event Responses Guide

View Your Response(s) Status

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Home | Events | My Account | Contact Us | Help | Saved Search

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Actions Submit Modify Response Withdraw Response Reinstate Response Options...

	Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Response Status	Awarded
<input type="checkbox"/>	4263	4	34845 mult line request	SUPPLIES & MATERIALS		FORMAL EVENT		04/06/2010 17:16:00	04/08/2010 17:30:00	Submitted	No

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Internet

- Once submitted, you may view the status of your bids by clicking on **My Responses**.

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